

## **SUTTON PLANNING BOARD**

### **Meeting Minutes**

**February 6, 2023**

Approved \_\_\_\_\_

\*Note- This meeting was held in person and remotely via Zoom in accordance with recently enacted legislation. The Chair read a notice regarding the hybrid meeting format. (see end of minutes)

Present in person: W. Talcott, R. Largess Jr., M. Gagan, W. Baker, E. McCallum (Associate)

Present remotely: None

Absent: S. Paul

Staff: J. Hager, Planning & Economic Development Director

E. McCallum acted as a full member in place of S Paul.

#### **Action Items:**

Unified Buildings 2 & 3 Common Driveway Easement/Agreement – Matthew Piekarski, Director of Development for the Kraft Group, was present via Zoom to explain that a condition of the Board's previous approval of the common driveway to serve buildings 2 & 3 was to present the common driveway easement plan and agreement to the Board for approval. He reviewed the plans with the Board. The plans also show easements to allow access over other parts of Lot 3 by the user of Lot 2 if necessary for operations. J. Hager confirmed the Agreement contains provisions required by the bylaws.

Motion: To approve the common driveway easement plan and related Agreement, M. Gagan

2<sup>nd</sup>: W. Baker

Vote: 5-0-0, R. Largess Jr.-aye, M. Gagan-aye, W. Talcott-aye, W. Baker-aye, E. McCallum-aye

#### **Administrative Items:**

Motion: To approve the minutes of 1/09/23 as amended, R. Largess Jr.

2<sup>nd</sup>: E. McCallum

Vote: 5-0-0, R. Largess Jr.-aye, M. Gagan-aye, W. Talcott-aye, W. Baker-aye, E. McCallum-aye

Filings – The Board acknowledged the legal filings of the following. Hearings will be held on 2/27/23.

- 10 Mark's Way – Accessory Apartment
- 141/143 Burbank Road – Retreat Lot

Site Visit Reports – The Board received site visit reports for Blackstone Logistics Center, Unified Parkway, and Unified Building #3. They briefly discussed erosion caused by recent rain events and the responsiveness of construction crews and the town's consulting staff on these sites.

Abutting Town Notices of Interest: None.

#### **Correspondence:**

- MA Planning Publication – J. Hager explained she felt the Board may find articles in this publication regarding heat islands and nature based development solutions timely and interesting.
- Worcester Providence Turnpike at Boston Rd Safety Audit – J. Hager explained MassDOT has required Unified and their traffic engineering firm VHB to conduct a traffic safety audit of the

intersection of Boston Road and Route 146 and immediate surrounds as a preliminary step in advance of their future Environmental Impact Report(EIR) filing for any future development on their sites

along Unified Parkway between Boston and Providence Roads. She described the process which involved herself and Sutton public works and safety staff, MassDOT staff and VHB. The resulting report was provided to the Board and posted on the Planning Board page in tonight's meeting materials. W. Baker noted he was happy to see the grade separated interchange is still in consideration. R. Largess Jr. reminded the Board of the origins, etc. of the "flyover" (grade separated interchange) project.

- Transportation Improvement Plan (TIP) from Central MA Metropolitan Planning Organization (CMMPO) which is a subcommittee of Central Mass Regional Planning Commission (CMRPC) transportation staff and community delegates. J. Hager explained this process, run by the CMMPO allocates State and Federal funding to various larger transportation projects. Currently Sutton has one project, replacement of the Depot Street Bridge (+/- \$4 million) on the TIP with an advertising date of February of 2024. Towns need to apply to, and advocate for, these larger projects through the TIP process if they need/want financial assistance. It is highly competitive but based on factual needs like life safety.

#### Board Business:

Sutton's Action Plan for MBTA Communities – J. Hager briefly reviewed the background of the regulation stating this Act requires communities with mass transit, or communities adjacent to those with mass transit, to designate a portion of the community for higher density multi-family development. The Town through the Chair of the Select Board and Planning Board previously submitted comments about the Draft regulations noting they were too "one size fits all" among other things. The draft regulations were revised in response to significant commentary and the final regulations have been issued. Sutton's status was adjusted to a "Small Town Adjacent Community" as such our minimum production was reduced from 750 units to 181 units. Additionally, Sutton has until December of 2025 to enact zoning that would allow for production of this number of units at the higher density. In order to stay in compliance with the regulations, last year an online form had to be filled out with some basic information. This year an online form had to be filled out with more specific information, including how the Town might choose to designate areas, what factors might be important when designating areas, and if there were any areas that might already be considered possible for designation. This information has been provided but is in no way cast in stone. A public education and participation process will begin in July of this year and continue for a year with a goal of bringing potential bylaws to the Fall 2024 Town Meeting. Failure to comply with the regulations will prohibit application to several grant programs, like the One Stop Grant from which the Town just received \$3.6 million for sewer improvements. Additionally, non-compliant municipalities will also likely be at a disadvantage when competing against compliant ones for other State grants. Ultimately voters will decide whether or not the Town adopts compliant multi-family zoning. She conveyed she feels the role of the Planning Department and the Board is to ensure Sutton voters have the opportunity to participate and be fully informed before they vote.

Motion: To adjourn, R. Largess Jr.

2<sup>nd</sup>: W. Baker

Vote: 5-0-0, R. Largess Jr.-aye, M. Gagan-aye, W. Talcott-aye, W. Baker-aye, E. McCallum-aye

Adjourned 7:45 PM

Covid Meeting Statement:

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Pursuant to Governor Baker's March 12, 2020 Order suspending certain provisions of the Open Meeting Law, this meeting of the Sutton Planning Board is in a hybrid format with both in-person and Zoom component. To join the meeting visit [www.zoom.us/join](https://www.zoom.us/join) and enter Meeting ID: **862 4801 9523** Passcode: **697557**. The meeting will be broadcast and recorded on local public access station (Verizon 31 & Charter/Spectrum 191) and live streamed on the Towns YouTube channel when available.